

Reopen Submitted Applications

Overview

This page provides information on reopening submitted applications in the EHBs. Authorizing Officials (AOs) can now reopen submitted applications to update the information before the application deadline.

Roles

Authorizing Official (AO) – This is the only role that has the capability to reopen an application. The AO can work on the application changes or assign it to the Application Owner. After making changes or reviewing the Application Owner's changes, the AO submits the application back to HRSA.

Application Owner – After the AO requests changes, this role can make changes to a reopened application and submit the updated application back to the AO.

Guidelines

i An application can only be reopened before the application deadline. After the application deadline, you are not able to reopen the application.

- Applications can be reopened if:
 - The funding opportunity is set up to allow reopening applications. Review the funding opportunity information to see if Yes is selected to allow reopening. Refer to steps 19-23 for details on how to determine if the funding opportunity allows reopening applications.
 - It is before the application deadline.

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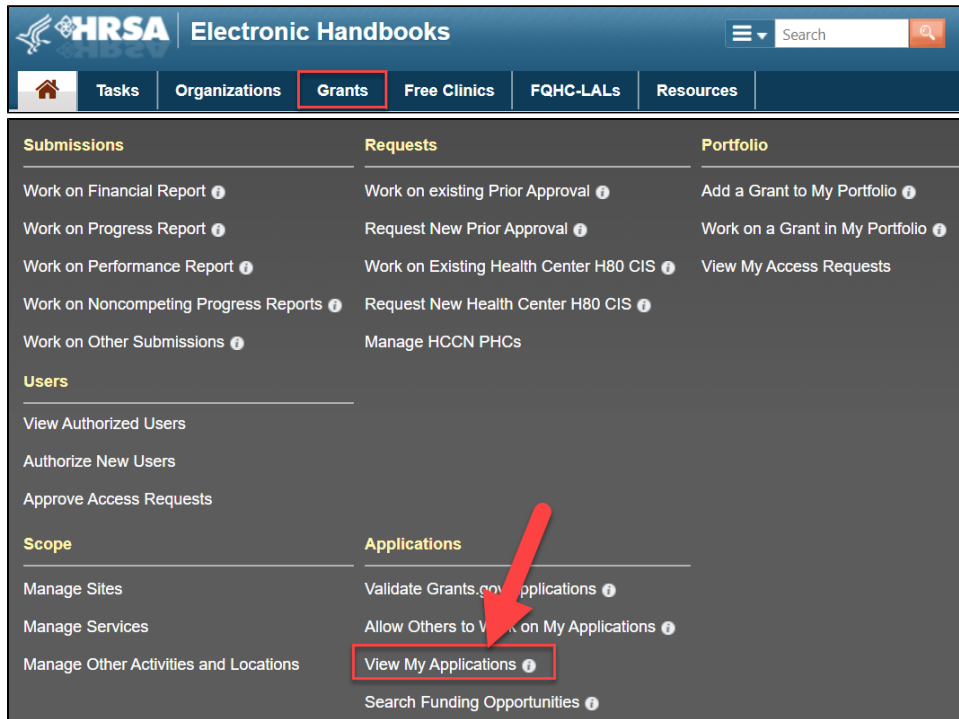
Additional Resources

For more information on how Application Permissions work, check out this helpful video!



Authorizing Official (AO) Steps

1. As the AO, after logging into the EHBs, hover over the **Grants** tab and then select **View My Applications**.



2. Search for the application you want to open.
- A. Select **Recently Completed** to go to a list of all the applications you completed within the past 90 days.
 - B. Or, select **All** to see all applications you submitted.
 - C. Use the **Tracking Number or other search criteria** to narrow the results on the page.
 - D. Click **Search** once you have entered your search criteria.

The screenshot shows the 'Applications - All' search interface. The top section displays 'Grants.gov Applications Pending Validation: 0'. Below this, there are tabs for 'Not Completed', 'Recently Completed' (selected), 'Archived', and 'All'. The 'Search Filters' section is expanded, showing 'Basic Search Parameters'. The 'EHBs Tracking Number' field is highlighted with a red box and a red letter 'C'. The 'Project Title Like' field is also visible. The 'Announcement Number' field is visible. The 'Organization' field is visible, with a dropdown menu showing 'All' and 'ANSWERS SEABROOK HEALTH CARE FUND, ID'. The 'Application Deadline' field is visible, with 'Between' and 'And' options. The 'Grants.Gov Tracking Number' field is visible, with a dropdown menu showing 'All' and 'ANSWERS SEABROOK HEALTH CARE FUND, ID'. The 'Advanced Search Parameters' section is collapsed. The 'Display Options' section is expanded, showing 'Sort Method (Grid | Custom)'. The 'Search' button is highlighted with a red box and a red letter 'D'.

3 On the **Recently Completed** page you can view a list of applications you completed within the past 90 days.

A. The applications are organized by when they were submitted - Within the last 30 days and More than 30 Days Ago.

B. Click the **arrow** on the left side of the application to expand the row and view additional details such as Application Type, the Proposed Project application and the AO name.

C. Click the **arrow** next to Application to open the drop-down menu.

D. Click **Reopen Application**.

Note: This is only available if the application is eligible for reopening and you are the assigned AO for the application.

4 You will see a confirmation message that the application will move from Submitted to In Progress/Not Completed status. And a reminder that the original deadline date still applies, and the application will need to be resubmitted to HRSA prior to that deadline.

Warning: If you do not submit the application by the application deadline, it will remain in Not Completed status and HRSA will not accept the application.

5. After clicking Yes, the application moves to the **Not Completed** tab of the View My Applications page.

6. On the **Not Completed** tab find the application you reopened. Remember, you can either edit the application yourself, or assign it to the Application Owner.
- Expand the **arrow** on the left side to view details about the application.
 - Click the **arrow** on the right side to open the drop-down menu.
 - Click **Edit** if you choose to make changes to the application.
 - Click **Request Change** if you want to assign the application back to the Application Owner for changes. Refer to steps 8-10 for additional detail Application Owner.
 - After making changes or reviewing the Application Owner's changes, click **Submit to HRSA**.

Applications - Incomplete List

Grants.gov Applications Pending Validation: 0

Not Completed | Recently Completed | Archived | All

Export To Excel | Collapse Group | Detailed View | Search | Saved Searches

Page size: 15 | Go | 17 items in 2 page(s)

	Due	Application Deadline	Announcement #	EBBs Tracking #	Grants.Gov Tracking #	Project Title	Organization	Status	Options
Due: In more than 30 Days (2)									
131 Days	09/30/2020	HRSA-21-447	171648	N/A		Teaching Health Center (THC) Graduate Medical Education (GME) Payment Program		In Progress	
131 Days	09/30/2020	HRSA-21-494	171622	N/A		Health Center Program - From - UTL9		In Progress	

Application Type : New
 Proposed Project Period : 9/30/2020 12:00:00 AM
 Original Announcement Posted on : 03/27/2020

Grants.Gov Received Date : N/A
 Started By :
 Last Updated By :

AO Name : N/A
 Authorized to Manage Peer :
 Submitted By : N/A

Action
 Edit
 Request Change
 Submit to HRSA
 View
 Application
 Announcement

7. After clicking Edit, you will land on the **Application - Status Overview** page where you can make changes to the application.
- Navigate to different sections of the application using the left menu or clicking **Update** under Options for each section.
 - Select **Review** once you are completed with changes to review the edits.
 - Select **Submit** after reviewing the edits.
 - You can also **Return to Applications List**.

Application - Status Overview

171622: ANSWERS SEABROOK HEALTH CARE FUND

Due Date: 8/1/2021 11:59:00 PM (Due in: 436 days) | Application Status: Submitted to AO

Announcement Number: HRSA-21-494 | Announcement Name: Health Center Program - From - UTL9 | Created by: on 03/27/2020 4:14:00 PM

Application Type: New | Grant Number: N/A | Last Updated By: on 05/22/2020 4:27:00 PM

Application Package: SF424 R&R Short Form | Application FY: 2021 | Program Type: Non-Construction

Resources

View
 Application | Action History | Funding Opportunity Announcement | FOA Guidance | Application User Guide

Users with permissions on this application (2)

List of forms that are part of the application package

Section	Status	Options
Basic Information	Complete	
SF-424 R&R	Complete	
Part 1	Complete	
Part 2	Complete	
Key Contact	Complete	
Other Information	Complete	
Appendices	Complete	

Assigning an application to Application Owner for edits

8. If you click on **Request Change**, you will land on the **Application - Submit** page.
- A. You can view a list of **Users** and their **Privileges** so you can easily identify the Application Owner that will receive the application if you click th
- B. You can also view the **Status** and **Options** for each application section.
- C. Click on **Request Change** to send the application to the Application Owner for updates.
- D. Or, click **Submit to HRSA** when you are ready to submit the application.

Application - Submit

171622: ANSWERS SEABROOK HEALTH CARE FUND Due Date: 8/1/2021 11:59:00 PM (Due in: 436 days) | Application Status: Submitted to AO

Resources

Users with permissions on this application (2)

Name	Privileges
[Redacted]	Application Owner View Application
[Redacted]	Edit Application Submit Application to HRSA View Application

List of forms that are part of the application package

Section	Status	Options
Basic Information	Complete	
SF-424 R&R	Complete	Update
Part 1	Complete	Update
Part 2	Complete	Update
Key Contact	Complete	Update
Other Information	Complete	Update
Appendices	Complete	Update

Request Change **Submit to HRSA**

9. After clicking on Request Change, you will receive a success message that the application has been sent back to the Application Owner.
- Note:** Once the application is sent for changes, the AO can still view and edit the application. The AO can resubmit the application to HRSA even if t changes and submit the application back to the AO.
10. Once the Application Owner completes their updates and submits the application to the AO, the AO will see a task in their Pending Tasks list so they

Submitting the Application

1. As the AO, once you have reviewed and are ready to resubmit the application, from the Applications - Incomplete List page, select **Submit to HRSA**

Applications - Incomplete List

Grants.gov Applications Pending Validation: 0

Not Completed Recently Completed Archived All

Export To Excel Collapse Group Detailed View Search Saved Searches

Page size: 15 Go 17 items in 2 page(s)

Due	Application Deadline	Announcement #	EHBs Tracking #	Grants.Gov Tracking #	Project Title	Organization	Status	Options
All						All	All	

Due: In more than 30 Days (2)

436 Days	08/01/2021	HRSA-21-494	171622	N/A	Health Center Program - From - UTL9		In Progress	Edit
----------	------------	-------------	--------	-----	-------------------------------------	--	-------------	------

Application Type : New
Proposed Project Period : 8/1/2021 12:00:00 AM
Original Announcement Posted on : 03/27/2020

Grants.Gov Received Date : N/A
Started By :
Last Updated By :

AO Name: N/A
Authorized to Manage Peer Acc
Submitted By : N/A

Action
Edit
Request Change
Submit to HRSA

View
Application
Announcement

- 1 You will then land on the **Application - Submit Certify** page. Review the Application Certification and click the **check box** to sign the application. TI
- 2.

Application - Submit Certify

Confirmation:
Note: This is a confirmation page! You must click the appropriate button to complete your action.

171622: ANSWERS SEABROOK HEALTH CARE FUND Due Date: 8/1/2021 11:59:00 PM (Due in: 429 days) | Application Status: Submitted to AO

Resources

View

Application | Action History | Funding Opportunity Announcement | FOA Guidance | Application User Guide

Application Certification

I certify (1) that the statements contained in the list of certifications and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances and agree to comply with any resulting terms if I accept an award. I am aware that my false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 18, Section 1001)

☐ Please check the box to electronically sign the Application.

Cancel Submit to HRSA

- 1 You will receive a success message to confirm the application was submitted to HRSA.
- 3.

Application Owner Steps

- 1 After the AO sends the application for changes, the Application Owner will receive an email notification and the application will be in their Not Compl
4. find the application you want to edit.
 - A. Expand the **arrow** on the left side to view details about the application.
 - B. Click the **arrow** on the right side to open the drop-down menu.
 - C. Click **Edit** to make changes to the application.
 - D. After making changes, click **Submit to AO**.

Applications - Incomplete List

Grants.gov Applications Pending Validation: 0

Not Completed Recently Completed Archived All

Export To Excel Collapse Group Detailed View Search Saved Searches

Filters Applied (x Clear)

Page size: 15 Go 1 items in 1 page(s)

Due	Application Deadline	Announcement #	EHBs Tracking #	Grants.Gov Tracking #	Project Title	Organization	Status	Options
All			171622			All	All	

Due: In more than 30 Days (1)

429 Days	08/01/2021	HRSA-21-494	171622	N/A	Health Center Cluster		In Progress	Edit
----------	------------	-------------	--------	-----	-----------------------	--	-------------	------

Application Type : New Grants.Gov Received Date : N/A AO Name:
Proposed Project Period : 08/01/2021 - 12/14/2022 Started By :
Original Announcement Posted on : 03/27/2020 Last Updated By :
Submitted By : N/A

Action

- Edit
- Submit to AO
- Manage Peer Access
- Delete

View

- Application
- Announcement

1. After clicking Edit, you will land on the **Application - Status Overview** page where you can make changes to the application.
5.
 - A. Navigate to different sections of the application using the left menu or clicking **Update** under Options for each section.
 - B. Select **Review** once you are completed with changes to review the edits.
 - C. Select **Submit** after reviewing the edits.
 - D. You can also **Return to Applications List**.

Application - Status Overview

171622: ANSWERS SEABROOK HEALTH CARE FUND Due Date: 8/1/2021 11:59:00 PM (Due in: 429 days) | Application Status: In Progress

Resources

Users with permissions on this application (2)

Section	Status	Options
Basic Information		
SF-424 R&R	Complete	Update
Part 1	Complete	Update
Part 2	Complete	Update
Key Contact	Complete	Update
Other Information		
Appendices	Complete	Update

1. After clicking on Submit, you will land on the **Application Submit - Certify** page. Review the Application Certification and click the **check box** to sign
- 6.

Application - Submit Certify

Confirmation: Note: This is a confirmation page! You must click the appropriate button to complete your action.

171622: ANSWERS SEABROOK HEALTH CARE FUND Due Date: 8/1/2021 11:59:00 PM (Due in: 429 days) | Application Status: In Progress

Resources

View Application | Action History | Funding Opportunity Announcement | FOA Guidance | Application User Guide

Application Certification

I certify (1) that the statements contained in the list of certifications and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I am aware that my false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 18, Section 1001)

☐ Please check the box to electronically sign the Application.

Cancel Submit to AO

1. You will receive a success message to confirm the application was submitted back to the AO.
7. **Note:** This does not submit the application to HRSA. After the Application Owner submits the application to the AO, the AO must submit the application to HRSA.

Notification Email

1. If the reopened application is not resubmitted within 24 hours of the due date, the AO and Application Owner will receive an email reminding them to
8. application due date.

From: HRSA EHBs System User<System User>

To: [redacted]@test.com, [redacted]@test.com, [redacted]@test.com

CC:

BCC:

Subject: Warning: Reopened and In Progress EHBs Application is Due

The following HRSA Application for funding was reopened by the Authorizing Official (AO) and has not been resubmitted.

EHBs Application Number: [redacted]

Activity Code: H80

Grant Number: N/A

Funding Opportunity Number: HRSA-21-529

Application Deadline: 05/07/2020 05:00:00 AM EDT

The reopened application must be submitted to HRSA by the AO* before the EHBs deadline for the application to be considered for funding.

*Note: Only the primary AO as designated in the SF424 is permitted to reopen and resubmit an application.

If you have any questions regarding your pending application, please contact the HRSA Call Center at 877-Go4-HRSA/877-464-4772 or HRSA's [EHBs Help Page](#)

Attachment(s)

Where can I find if an application can be reopened?

There are several different ways to find out if an application can be reopened, as explained below.

Recently Completed Applications List - Reopen Application option

- On the **Recently Completed** list of Applications page, click the **arrow** next to Application on the far right side of the row for the application you are interested in.

Note: If you do not see the "Reopen Application" option, it means either you are not the assigned AO for the application, or the funding opportunity is below steps for how to find out if this funding cycle is set up for application reopening.

Applications - Complete List

Grants.gov Applications Pending Validation: 0

Not Completed **Recently Completed** Archived All

Export To Excel Collapse Group Detailed View Search Saved Searches

Page size: 15 Go 4 items in 1 page(s)

Submitted	Date Submitted	Announcement #	EHBs Tracking #	Grants.Gov Tracking #	Project Title	Organization	Submitted By	Options
All								
Submitted: More than 30 Days ago (3)								
46 Days ago	04/06/2020	HRSA-21-494	171622	N/A	Health Center Cluster			Application
Submitted: Within last 30 Days (1)								
7 Days ago	05/14/2020	HRSA-21-576	171715	N/A	Maternal and Child Health Services			Application Announcement

Action: Reopen Application

View: Application Announcement

Recently Completed Applications List - Announcement

- On the **Recently Completed** list of Applications page, you can also click the **arrow** next to Application on the far right side of the row for the application you are interested in.

Applications - Complete List

Grants.gov Applications Pending Validation: 0

Not Completed **Recently Completed** Archived All

Export To Excel Collapse Group Detailed View Search Saved Searches


Page size: 15 Go 5 items in 1 page(s)

Submitted	Date Submitted	Announcement #	EHBs Tracking #	Grants.Gov Tracking #	Project Title	Organization	Submitted By	Options
All								
Submitted: More than 30 Days ago (5)								
86 Days ago	03/25/2020	HRSA-20-301	171492	N/A	Rural Health Network Development Planning Grant Program			Application
47 Days ago	05/05/2020	HRSA-20-412	171685	N/A	Health Center Cluster			Manage Peer Access Delete
47 Days ago	05/05/2020	HRSA-20-414	171686	N/A	Health Center Program			Application Announcement

Action: Manage Peer Access, Delete

View: Application Announcement

- 2 After clicking Announcement, you will land on the **Funding Cycle View**. Scroll to the **Application Information** section and look for **Allow Applicati**
1. marked Yes or No.

 **Funding Cycle View**

▶ Health Center New Access Points - UAT Data From - UTL9

▶ Details of the changes posted in this announcement

▶ Announcement Information

▶ Purpose

▶ Legislative Information

▼ Application Information

Application Available	05/18/2020
Application Deadline	06/02/2020
Supplemental Application Deadline	N/A
Explanation for Deadline	N/A
Archive Date	08/01/2020
Letter of Intent	Not required
Application Package	SF424 R&R Short Form
Allow Applications to be Reopened in EHBs	Yes
FOA Available	Yes
Competitive Application Types Supported	New; Continuation & Supplement
Allow Electronic Submission	N/A
Page Limit for Application Attachments	80
Allow Multiple Applications from an Organization from Grants.gov	Yes
Electronic Submission Instruction	Electronic submission is/will be available in HRSA EHBs

▶ General Information

▶ Contact Information

▼ Download Information

▼ FOA (Guidance) Attachment (Maximum 1)

▼ Application Package (Maximum 1)

▼ User Guide (Maximum 1)

Close Window

Funding Opportunity Section

- 2 Or, click on **Funding Opportunity** from the EHBs header. Once you find the funding opportunity you are looking for, use the **arrow** on the right side
2. **ouncement**.

Home | Welcome | New User Registration | **Funding Opportunity** | What's New | Monday, 1st June 2020 05:23:54 P.M.

Funding Opportunities - List [Detailed View](#) [Search](#)


Page size: 15 Go 114 items in 8 page(s)

Announcement Number	Grants.Gov Application Deadline	EHB Application Deadline	Application Available Date	Activity Code	Program Name	CFDA Number	Status	Options
▶ HRSA-21-665	N/A	6/2/2020	5/18/2020	H9B	Health Center New Access Points	93.527	Open	Apply in EHBs
▶ HRSA-21-658	N/A	6/2/2020	5/18/2020	X10	Maternal, Infant and Early Childhood Homevisiting Grant Program	93.870	Open	View
▶ HRSA-21-672	N/A	6/2/2020	5/18/2020	H9B	Health Center New Access Points	93.527	Open	Announcement
▶ HRSA-21-667	N/A	6/2/2020	5/18/2020	H9B	Health Center New Access Points	93.527	Open	Guidance

Options for HRSA-21-665:

- [Apply in EHBs](#)
- [View](#)
- [Announcement](#)
- [Guidance](#)
- [Purpose](#)

2. On the Funding Cycle information, scroll to the **Application Information** section and look for **Allow Applications to be Reopened in the EHBs** to
- 3.

 **Funding Cycle View**

▶ Health Center New Access Points - UAT Data From - UTL9

▶ Details of the changes posted in this announcement

▶ Announcement Information

▶ Purpose

▶ Legislative Information

▼ Application Information

Application Available	05/18/2020
Application Deadline	06/02/2020
Supplemental Application Deadline	N/A
Explanation for Deadline	N/A
Archive Date	08/01/2020
Letter of Intent	Not required
Application Package	SF424 R&R Short Form
Allow Applications to be Reopened in EHBs	Yes
FOA Available	Yes
Competitive Application Types Supported	New; Continuation & Supplement
Allow Electronic Submission	N/A
Page Limit for Application Attachments	80
Allow Multiple Applications from an Organization from Grants.gov	Yes
Electronic Submission Instruction	Electronic submission is/will be available in HRSA EHBs

▶ General Information

▶ Contact Information

▼ Download Information

▼ FOA (Guidance) Attachment (Maximum 1)

▼ Application Package (Maximum 1)

▼ User Guide (Maximum 1)

Close Window